

## Good Security Habits

There are simple habits you can adopt that will dramatically reduce the chances that information on your computer will be lost or corrupted.

### Minimize the access other people have to your information.

- Lock your computer when you are away from it.
- Close any applications connected to the Internet when not in use.
- Evaluate your computer's security settings.

### Other steps you can take.

Sometimes the threats to your information aren't from other people but from natural or technological causes.

- Protect your computer against power surges.



*ADOA Information Security*

**AIS**

**Managing Our Information Safeguards**





For more information contact **ADOA Information Security (AIS):**

E-mail: [ADOA.InfoSec@azdoa.gov](mailto:ADOA.InfoSec@azdoa.gov)

Phone: 602•542•2252

Web Site: <http://www.azdoa.gov/isd/ais>

# April 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8 	9	10	11	12	13  Pay Day	14
15	16	17	18	19	20	21  ADOA Golf
22	23	24	25	26	27  Pay Day	28
29	30					